



Civil Air Patrol  
New Jersey Wing  
McGuire AFB, NJ 08641-6099



NJ Wing Supplement 1  
CAPR 62-1  
15 October 2002

## Safety

### CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

**CAPR 62-1, 1 March 1991 is supplemented as follows:**

#### **Section A-1.**

**Added: e.** Additionally Group and Unit Commanders are to take a command interest in ensuring that a safety conscious culture exists and effective safety programs are implemented within their units. All commanders at all levels and all appointed project officers for any CAP activities in the New Jersey Wing must be fully aware of the requirements of CAPR 62-1 and CAPR 62-2, as supplemented by the Northeast Region and as supplemented by the New Jersey Wing.

#### **Section B-2.a.**

**Added: (3)** Squadron Safety Officer appointments shall be submitted in writing to appropriate group. Group Safety Officer appointments shall be submitted in writing to the New Jersey Wing. Said appointments shall include current mailing address, home, work, cellular, fax and pager telephone numbers, radio call sign and email address (if applicable).

#### **Section B-2.b.**

**Added: (2)** Monthly Activity Reports on NJWF-1 shall be forwarded from the Squadron Safety Officer or Squadron Commander to the Group Safety Officer no later than the 1<sup>st</sup> of each month. A sample Activity Report is included as attachment 8. This form includes a count of the number of CAP members in attendance at each meeting, and supercedes earlier versions of the form.

**Added: (3)** Group Safety Officers will combine the Squadron Safety Reports and submit them monthly directly to the Wing Safety Officer, to arrive no later than the 8<sup>th</sup> of each month following the end of the month. Group Safety Officers will also provide a summary of activities using the Group 22x Safety Report Summary on NJWF-2 included as an attachment and submit this group summary to the Wing Safety Officer no later than the 8<sup>th</sup> of each month following the end of the month. These monthly safety reports and the safety report summary as well as any other safety related correspondence are to be addressed as follows:

Capt William J. Doyle, Jr., CFI A&I, AGI, IGI, ASC  
10 Meadowlark Lane  
Horsham, PA 19044-1817  
Work Fax: (215) 675-2201  
E-Mail: [doylewj@ix.netcom.com](mailto:doylewj@ix.netcom.com) or [bill.doyle@njwg.cap.gov](mailto:bill.doyle@njwg.cap.gov)

The sample Group Safety Report Summary is included by group as attachments 9 through 12. These attachments list the safety topics recommended by CAPR 62-1 and are designed to capture squadron level attendance and summarize to group level on a monthly basis. The attachments

will be made available on the Internet as an Excel workbook. Units without Excel can request an Adobe PDF format.

**Added: (4)** The Wing Safety Officer will publish a status report of submissions and delinquencies by squadron and group. This report will be published on the Safety Department's page of the New Jersey Wing web site (<http://njwg.cap.gov/safety/>). The NJ Wing Safety Report Statistics report is included as attachment 13.

**Added: (5)** The Wing Safety Officer will publish the quarterly report of safety activities and submit to NER by the 15<sup>th</sup> of the month following the end of the reporting quarter. This report will be published on the Safety Department's page of the New Jersey Wing web site. The NJ Wing Safety Report for Quarter Ended xx-xx-xx is included as attachment 14.

**Section B-2.f.**

**Added: (1)** Each NJ Wing unit will conduct an Annual Safety survey between January and April of each year. A copy of the safety survey report will be submitted to the Group Safety Officer no later than 1 May of each year.

**Added: (2)** Each Group Safety Officer will follow up with each unit in the Group to ensure that the conduct an Annual Safety survey between January and April of each year. Each Group Safety Officer will combine and the submit to the New Jersey Wing Safety Officer the annual safety surveys from the group and its squadron units no later than 8 May of each year.

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WILLIAM J. DOYLE, JR., Capt, CAP  
Safety Officer

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CORNELIUS J. FLYNN, Col, CAP Commander

7 Attachments

1. #8 Sample Monthly Safety Meeting  
Report, NJWF1, supercedes 1 April 1995
2. #9 Group 221 Safety Report Summary
3. #10 Group 223 Safety Report Summary
4. #11 Group 224 Safety Report Summary
5. #12 Group 225 Safety Report Summary
6. #13 NJ Wing Safety Report Statistics
7. #14 NJ Wing Safety Report for Quarter  
Ended xx-xx-xx

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Supercedes: N/A

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4